

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. 13834																																					
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL																																					
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																					
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive																																					
		13. Competitive Level Code 1110		14. Agency Use																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">15. Classified/Graded</th> <th style="width: 40%;">Official Title of Position</th> <th style="width: 10%;">Pay Plan</th> <th style="width: 10%;">Occupational Code</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Initials</th> <th style="width: 5%;">Date</th> </tr> </thead> <tbody> <tr> <td>a. U.S. Office of Personnel Management</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Department, Agency or Establishment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Second Level Review</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. First Level Review</td> <td>Logistics Management Specialist</td> <td>GS</td> <td>346</td> <td>11</td> <td></td> <td></td> </tr> </tbody> </table>								15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date	a. U.S. Office of Personnel Management							b. Department, Agency or Establishment							c. Second Level Review							d. First Level Review	Logistics Management Specialist	GS	346	11			
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18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Project Support Group																																							
a. First Subdivision ASA (ALT)				d. Fourth Subdivision Acquisition Logistics Directorate (Q)																																							
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19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>																																							
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the</i>				<i>knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>																																							
a. Typed Name and Title of Immediate Supervisor HARRY W. BRYAN Director, Acquisition Logistics				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> TRACI A. JONES Project Support Executive																																							
Signature _____ Date <u>7/4/05</u>				Signature _____ Date <u>7/22/05</u>																																							
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position OPM PCS Logistics Management Series, GS-346, Jan 87 OPM Admin analysis GEG, Aug 90																																							
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24. Remarks The Position is at full performance level, GS-11. Non-critical acquisition position. The employee meet DoD 5000-52-M requirements applicable to the duties of the position. Incumbent must be able to obtain and maintain a Secret security clearance.																																											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																																											

## **INTRODUCTION**

This position is located in Acquisition Logistics Directorate (Q), Program Executive Office for Simulation, Training & Instrumentation (PEO STRI). The mission of PEO STRI is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets, and threat simulators. The mission includes cradle to grave life cycle acquisition support, beginning with tech base programs and throughout each phase of the acquisition process. The PEO centrally directs, coordinates and supports the material development, acquisition and sustainment activities through the functional matrix organization and six Project Managers. The position serves as the Integrated Logistics Support (ILS) Manager engaged in the life-cycle management of programs from the inception of the requirement through transition of life-cycle support. These systems integrate electronic designs and computer software to meet military training and instrumentation requirements. The systems/simulators may stand-alone or interact with other training devices/tactical hardware, and involve high dollar values. This position requires originality in developing and establishing standards, procedures and instructions for Integrated Logistics development during planning implementation, and execution of the acquisition by managing and directing the efforts of contractors, other government agencies and interfacing with PEO STRI team members supporting the Product/Project Managers.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. The incumbent serves as an Integrated Logistics Support (ILS) Manager on training systems. The incumbent manages life-cycle logistics planning and requirements with respect to the modification, procurement, re-procurement, and life-cycle support of training devices and systems. The incumbent prepares and coordinates various acquisition instruments, including plans leading to the timely completion of the acquisition functions, responsibility for quick resolution of technical problems arising from the fielding of devices, acquisition of special tools, repair/spare parts listings and drawings, ensuring maintainability of the device by providing quick resolution to maintenance and supply problems. The incumbent coordinates, approves and integrates the inputs from functional specialists into a comprehensive life-cycle support plan for the training systems being developed. The incumbent maintains an awareness of assigned projects and correlates them with other elements of the acquisition team. The incumbent make decisions on potential problem areas to avoid program slippage. **45%**

2. The incumbent serves on the Integrated Logistics Support Management Teams (ILSMT) for development and acquisition of training devices. The incumbent is responsible for development and preparation of the logistics portions of acquisition plans and other procurement documentation. The incumbent is responsible for accomplishing logistics related tasks from project initiation through production fielding and support of training systems. The incumbent serves as transition manager for system transition from the development phase of the life-cycle support phase. **15%**

3. The incumbent reviews and analyzes requirements documents to identify the logistics support strategies and to determine desirability and feasibility of modifying and procuring training devices. The incumbent consults with, and analyzes specific training problems of major Army Commands or Schools to assist in their resolution. Upon completion of these reviews and analyses, the incumbent recommends the modification or procurement of specific devices (i.e., operator trainers, maintenance trainers, and part task trainers). The incumbent determines whether established training device techniques will fulfill a training requirement or whether a new requirement exists. When appropriate, the incumbent recommends initiation of research projects to develop more efficient and cost-effective methods of accomplishing the required training. **5%**

4. The incumbent establishes a milestone schedule upon initiation of a new program and determines and coordinates the completion of tasks required to meet the milestones. These tasks include preparation of specifications, preparation of contractual documents, review of technical proposals, award of contract, acceptance testing of training devices and completion of scheduled formal reviews. The incumbent insures that modifications are included in updated data packages and requirements statements prior to procurement. **25%**

5. The incumbent exercises technical surveillance and control, through centralized management of technical and administrative oriented aspects of assigned training device acquisition and modification projects. Surveillance and management requirements include providing direction and control for all acquisition functions, such as: scheduling, budgeting, testing production, deployment, and planning for and executing life-cycle support of training devices. The incumbent provides guidance and responsive solutions to maintenance and supply support problems. The incumbent interprets and implements DA and DOD policies having bearing on assigned functions. The incumbent maintains continuing liaison with various elements within DOD. **10%**

Performs other duties as assigned.

### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-7, 1250 POINTS.**

Incumbent must possess knowledge of Integrated Logistic Support (ILS) for acquisition planning, evaluation, implementation and execution to the extent that experience and sound judgment is utilized to resolve logistic supportability problems. The incumbent must possess the ability to extend and modify existing ILS techniques or procedures and develop new approaches for use by other logistics specialists in solving a variety of support problems. The incumbent must possess the knowledge of the acquisition process and capability to conduct studies and analyses including Logistics Support Analysis (LSA) that identify logistic element requirements, and determine how to correlate those requirements with program objectives to assure implementation during the various phases of the system life-cycle. The incumbent must possess the ability to extend, modify and/or adopt ILS approaches to more effectively and economically assist management in reaching program/project objectives. The incumbent sets patterns for subsequent ILS management which have a wide-scale effect on government organizations and the participating private

sector for cognizant programs. The incumbent utilizes skills, abilities, and experience to summarize ILS programs and long-term plans involving substantial investments of resources. The incumbent must possess the ability to interpret and present to management for acceptance ILS recommendations for resolving logistic problems or how to increase ILS services while assuring effective and economical mission objectives. The incumbent must possess the knowledge of contracting and procurement package preparation, including Statement of Work (SOW), specifications, Contract Data Requirements List (CDRL), and Request for Proposals (RFP). The incumbent must possess the knowledge of the training device acquisition process to determine how well the system is meeting or will meet its logistic and operational requirement. The incumbent must possess the represent the organization as the ILS management expert within and outside the PEO regarding the scope of logistics elements needed during various phases of the acquisition process.

## **FACTOR 2. SUPERVISORY CONTROLS LEVEL 2-4, 450 POINTS**

Supervision is provided by the Director of Acquisition Logistics appointed Team Lead, who (1) provides administrative direction with assignments, identifying goals to be achieved; and (2) consults with incumbent in terms of broadly defined policies, technical objectives, and long term milestones to be reached. Overall objectives and available resources are defined by the Director of Acquisition Logistics; however, the incumbent plans, analyzes, reviews, and carries out assignments. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all logistic elements consistent with the acquisition plan. Completed work is reviewed by the Director/Deputy Director for effectiveness in meeting requirements, expected results, and impact on mission functions. Results of work are considered technically authoritative and conclusions and/or recommendations are normally accepted without significant change. The incumbent keeps the Director/Deputy Director informed of progress, potentially controversial subjects, and situations and actions that affect policy and funds.

## **FACTOR 3. GUIDELINES LEVEL 3-5, 275 POINTS**

Guidelines include Department of Defense (DOD), Department of the Army (DA), PEO STRI, Training and Doctrine Command (TRADOC), and Forces Command (FORSCOM) regulations and directives, handbooks, precedents, and files of previous projects. While guides are generally applicable, the incumbent makes adaptations in dealing with problems such as project assignments, team members, limited or changing funds, schedule changes, contractor performance, and contract and training device requirements. The incumbent must use judgment in identifying from a wide variety of guidelines pertaining to individual facets of the action those appropriate to each issue of a project, and interpret and apply those guides to planning and problem resolution. The incumbent must use initiative, creativity, and considerable judgment in analyzing and developing acceptable conclusions and recommendations for maximum efficiency.

#### **FACTOR 4. COMPLEXITY LEVEL 4-4, 225 POINTS**

Assignments involve routine projects with various problems to be solved. Requires the incumbent to be versatile and innovative in adapting, modifying, or making compromises with traditional support structures and originate new techniques for integrating the logistic disciplines. The incumbent serves as liaison to the Project/Product Manager, contractors, and other team participants on assigned tasks. The incumbent maintains responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations, which develop on an almost daily basis, i.e., employing contractor new approaches, which may significantly enhance the logistic considerations but entail additional unplanned funding. The incumbent establishes process and procedures to facilitate logistic management and task accomplishment. The incumbent analyzes periodic reports, ascertains the status of projects, difficulties encountered, etc. The incumbent provides supervisor a record of information concerning work performance for consideration in employee performance evaluations. The incumbent makes suggestions to team lead regarding reassignments, recognition and other personnel needs.

- Identifying what needs to be done: The incumbent defines program requirement such as funding, schedules, integrated logistics support, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. The incumbent applies knowledge of the acquisition process in the development of a schedule, which will result in the integration, and completion of all program logistic elements.
- Difficulty and Originality: The incumbent must possess knowledge of all logistic functional activities required for effective management of training devices/simulators, together with abilities to accomplish the duties. The incumbent responsibilities include planning, directing, and controlling evaluation, defining logistics support, and fielding of Army training devices and systems. The incumbent assists in the more complex projects, which vary in dollar value in support of the U.S. Army as well as Foreign Military Sales (FMS). Training devices/simulators can be devices, which utilize computer simulations requiring 2-5 years from initiation to fielding.

#### **FACTOR 5. SCOPE AND EFFECT LEVEL 5-4, 225 POINTS**

Purpose: The purpose of the work is to provide expertise as a logistics specialist by furnishing advisory, planning, or reviewing services on specific problems, projects, programs and function. This work includes the development of criteria, procedures and instructions for logistics managers and private sector program/project participants in the effective integration and coordination of the various logistics elements at the proper time and at the proper level of intensity.

Impact: Work has an impact on procurement methods, safety, economy, efficiency, types and sizes of systems to be fielded and/or installed at Army facilities and installations.

## **FACTOR 6. PERSONAL CONTACTS AND FACTOR 7. - PURPOSE OF CONTACTS -LEVEL 3B, 110 POINTS**

Personal within DOD include Project/Program Managers and engineers, logistic managers, element manager, procurement personnel, military officers, officials of Department of Army (DA), ASA(ALT), TRADOC, FORSCOM, and the appropriate commodity commands. Contacts outside of DOD will include domestic contractors and representatives of foreign contractors and governments.

Purpose of Contacts: The purposes of contacts with U.S. Army personnel are for providing ILS guidance and advice concerning requirements, development, implementation, and future planning that assures materials, money, manpower, and other logistics support efforts are available during the acquisition phase. Contacts outside the Army are to explain the Army's ILS system, discuss ILS acquisition management criteria, phase in of ILS elements during life-cycle milestones, and resolve ILS problems that adversely impact in a substantial way the Program Managers efforts to accomplish the mission. Negotiate agreements with agencies with agencies and contractors where there are conflicting opinions among organizations or among individuals who are experts in the field, or to justify the feasibility and desirability of logistic proposals to top agency officials. Typical of these contracts are meetings with government and industry personnel developing the training devices and/or requirements.

## **FACTOR 8. PHYSICAL DEMANDS LEVEL 8-1, 5 POINTS**

Work is primarily sedentary; however, some walking, bending, climbing are required to inspect or inventory training devices at various stages of installation.. Some physical effort may be required in boarding vessels or in assessment of other major items of equipment during the hand-off process.

## **FACTOR 9. WORK ENVIRONMENT LEVEL 9-1, 5 POINTS**

Work is performed primarily in an office setting. There may be occasional exposure to inclement weather conditions and noise at out door ranges and training facilities. Approximately 25 percent temporary duty travel may be required.

## **SECURITY CLEARANCE AND TRAVEL REQUIREMENTS**

Incumbent must be able to obtain and maintain a Secret security clearance.

Incumbent may be required to travel within the U.S./overseas by commercial aircraft.

Total Points: 2545